



**KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES**

411 N. Ruby St., Suite 2, Ellensburg, WA 98926  
CDS@CO.KITTTITAS.WA.US  
Office (509) 962-7506

"Building Partnerships – Building Communities"

**SHORT PLAT APPLICATION**

*(To divide a lot(s) into no more than 4 lots in rural areas or to divide a lot(s) into no more than 9 lots within Urban Growth Areas, according to KCC 16.08.186 and KCC 16.32)*

**Please type or print clearly in ink. Attach additional sheets as necessary. Pursuant to KCC 15A.03.040, a complete application is determined within 28 days of receipt of the application submittal packet and fee. The following items must be attached to the application packet.**

**REQUIRED ATTACHMENTS**

- Two large copies of short plat with all preliminary drawing requirements complete (reference KCC Title 16 Subdivision Code for plat drawing requirements) and one small 8.5"x11" copy.
- Project Narrative responding to Questions 9-11 on the following pages.

**OPTIONAL ATTACHMENTS**

(Optional at submittal, required at the time of final submittal)

- Certificate of Title (Title Report)
- Computer lot closures

**\*\*\*Final short plat application and associated fees will be required at time of request for final short plat processing. Please see the final short plat application for current fees.**

**APPLICATION FEES:**

- \$2,160.00 Kittitas County Community Development Services (KCCDS)
- \$1,215.00\* Kittitas County Public Works
- \$130.00 Kittitas County Fire Marshal
- \$560.00 Kittitas County Public Health

**\$4,065.00 Total fees due for this application** (One check made payable to KCCDS)

\*5 hours of review included in Public Works Fee. Additional review hours will be billed at \$243 per hour.

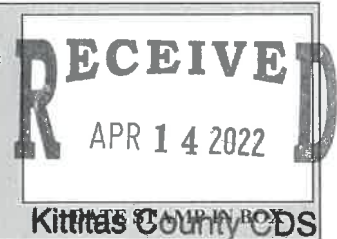
**FOR STAFF USE ONLY**

Application Received By (CDS Staff Signature):

Adeuemb

DATE:  
4-14-22

RECEIPT #  
01100



GENERAL APPLICATION INFORMATION

1. **Name, mailing address and day phone of land owner(s) of record:**  
*Landowner(s) signature(s) required on application form.*

Name: Haybrook Landholdings (Matt Willard)  
Mailing Address: PO Box 1359  
City/State/ZIP: Ellensburg WA 98926  
Day Time Phone: 509-859-3934  
Email Address: matt@tandchomes.net

2. **Name, mailing address and day phone of authorized agent, if different from landowner of record:**  
*If an authorized agent is indicated, then the authorized agent's signature is required for application submittal.*

Agent Name: Matt Willard  
Mailing Address: PO Box 1359  
City/State/ZIP: Ellensburg WA 98926  
Day Time Phone: 509-859-3934  
Email Address: matt@tandchomes.net

3. **Name, mailing address and day phone of other contact person**  
*If different than land owner or authorized agent.*

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Day Time Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

4. **Street address of property:**

Address: Look Road  
City/State/ZIP: Ellensburg WA 98926

5. **Legal description of property (attach additional sheets as necessary):**

Part of Gov't Lot 3, Section 30, T. 18 N., R. 19 E., W.M.  
and of the E 1/2 of Section 25, T. 18 N., R. 18 E., W.M.

6. **Tax parcel number(s):** 10595 & 10596

7. **Property size:** 4.82 (acres)

8. **Land Use Information:**

Zoning: Urban                      Comp Plan Land Use Designation: Urban Residential

**PROJECT NARRATIVE**

(INCLUDE RESPONSES AS AN ATTACHMENT TO THIS APPLICATION)

9. **Narrative project description (include as attachment):** Please include at minimum the following information in your description: describe project size, location, water supply, sewage disposal and all qualitative features of the proposal; include every element of the proposal in the description.

The purpose of this short plat application is to create 4 parcels in the urban residential zone and airport overlay from 1.19 to 1.22 acres in size. There are no existing improvements on this property and is currently open AG field. All proposed parcels will be on their own community water system with individual septic systems/drain fields to be approved by the health department. All proposed parcels will be accessed by a joint use driveway onto Look Road. See mapping for full details.

10. **Are Forest Service roads/easements involved with accessing your development?** If yes, explain.      No
11. **What County maintained road(s) will the development be accessing from?**      Look Road

**AUTHORIZATION**

12. Application is hereby made for permit(s) to authorize the activities described herein. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities. I hereby grant to the agencies to which this application is made, the right to enter the above-described location to inspect the proposed and or completed work.

All correspondence and notices will be transmitted to the Land Owner of Record and copies sent to the authorized agent or contact person, as applicable.

Signature of Authorized Agent:  
(REQUIRED if indicated on application)

Date:

X 

4-14-22

Signature of Land Owner of Record  
(Required for application submittal):

Date:

X  HBLH

4-14-22